

Instructions for submitting the plan for expenditure of unexpended general fund balances

GENERAL INSTRUCTIONS FOR SUBMITTING CARRYFORWARD PLANS

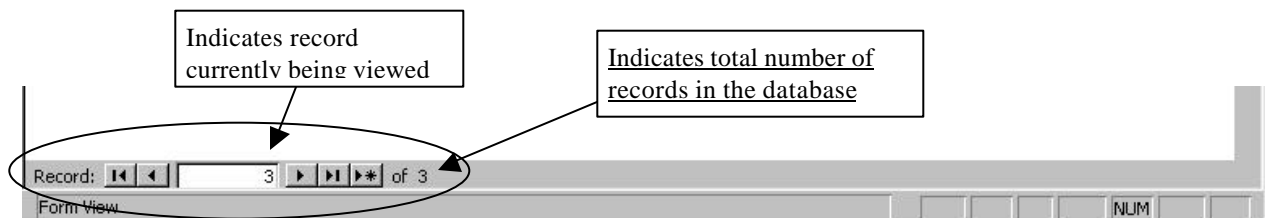
Your request for reappropriation of unexpended balances must be completed and submitted to DPB using a Microsoft Access application. The application should be downloaded from the DPB web site.

To request reappropriation of FY 2004 unexpended balances, you must submit a “Plan for Expenditure of Fiscal Year 2004 Reappropriations.” **Your expenditure plan should be based on the unexpended appropriation listed on the CARS 1408, Option A1, report dated June 30, 2004.** The Department of Accounts distributed this report to all state agencies in August 2004. The amount of the unexpended appropriation is listed on the report in the last column on the right, “Unencum Appn.”

Enter general fund amounts (0100) only. *Institutions of higher education should also enter reverted cash for fund codes 0300, 0310, 0312, 0313, 0314 and 0315. (Contact Mike Barton at (804) 786-8344 for your cash balances from these fund details.)*

PREPARING YOUR EXPENDITURE PLAN

1. From DPB’s website (Go to www.dpb.state.va.us and then to the “Forms and Instructions” page. Use the drop-down navigation menu to select FY 2004 Reappropriations.) **Download** a copy of the Microsoft Access database entitled “**Plans2004.mdb**” to your computer or network drive.
2. Open the database. The 2004 Carryforward Plan start page will open automatically. Click on the “Agency Plan” button. The plan input form will open.
3. Complete items 1-6 for each proposed carryforward listed on the ACT1408 Option 1. (See “Line-by-Line instructions for completing the input form” below for more information on what to put in items 1-6.) An agency with three proposed carryforward requests, therefore, would produce a database file with three records in Plans 2004.mdb, as indicated at the bottom of the database screen (see below).



4. Close the database.
5. Submit your plan in hard copy and electronic version. (*See “Submitting the plan” below for details.*)

Line-by-line instructions for completing the input form

Here are specific instructions for completing the plan’s input form. Use the tab key to move between items on the form. Use a separate record (screen) to input each proposed use of your agency’s unexpended balances. (For example, if your agency plans to use its balances for three different purposes, you will enter three different records.) Also, you must also use a separate record to indicate any amounts that you wish to revert and not carryforward.

Block 1. Enter your 3-digit agency code.

Block 2. Enter the 3-digit program code as shown on the CARS ACTR 1408.

Block 3. Enter a brief description of the proposed expenditure and the impact if this expenditure is not approved. The description should clearly state the importance of the proposed expenditure to the agency’s program.

NOTE: There have been Important Changes to CarryForward Plans.

§4-1.06a.1.a. says in part that re appropriations shall not be used to create ongoing obligations, or expand or create new programs, but shall be applied to nonrecurring costs. All discretionary carryforward plans must identify the one-time nature of the planned expenditure.

(For requests that involve equipment that was ordered in FY 2004 but not delivered in FY 2004, include with the hard-copy submission of your plan a copy of the purchase order or contract.)

NOTE: If your agency plans to revert any of its unexpended balance, simply enter “Revert” in this block and select the “Discretionary – Revert” choice from the drop-down menu in Block 5.

Block 4. Enter the dollar amount for each proposed use. (Be sure to include any amounts that you intend to revert as a separate record. Use a positive number to indicate amounts to be reverted, just as you would amounts that you wish to carry forward.)

Block 5. Click the small down arrow button to display the choices.

- ✓ This block defaults to “**Discretionary**” unless changed. Choose this if the proposed use of the unexpended balance is discretionary (not mandated by specific language in the Appropriation Act.)
- ✓ If the proposed use of unexpended balances is one of the items shown on Attachment A for which reappropriation is mandated by specific language in the Appropriation Act, click on “**Mandatory**.” (Note: If you are unsure if a proposed use is mandated, click on the “See Mandated Carryforward Items” block and enter your agency code. All mandatory items for your agency will be displayed.)

If you want to print these items, click on the “Print the Plan” icon on the tool bar to print this report, then click on the “Return to the Plan” icon to return to the data input screen.)

- ✓ If your agency wishes to revert part or all of an unexpended appropriation, in lieu of spending it, click on “**Discretionary – Revert.**”

Block 6. If the planned carry forward request is a **mandatory** carryforward (i.e., if you have chosen “**Mandatory**” in block 6), please indicate the Item number and paragraph from Chapter 1072.

Add a new record: Click on the “Add a new request” button in the lower left of the screen to go to a new record to enter another intended use for your unexpended balances. Repeat blocks 1-6 for each proposed carryforward request.

To review the total plan: When you have completed your entire plan, you can review it by clicking on the “Review your Plan” button. This will generate a report showing the plan elements for each program and an agency grand total. The agency grand total on your plan should equal the total of your unexpended program balances.

When complete: When complete, print the plan by clicking on the “Review Plan” button and then clicking on the “Print the Plan” icon on the toolbar. **Your agency head must sign the final completed plan where indicated.**

Submitting the plan

You must return both a hard copy and an electronic version of the plan to DPB.

Hard copy: Return the signed copy of the plan (with any supplemental documentation) to DPB by fax, mail, UPS or hand delivery, by September 15, 2004, to the following address:

Reappropriations Clerk
Department of Planning and Budget
200 North Ninth Street, Room 418
Richmond, VA 23219
Fax (804) 225-3291

A complete copy of the submission should also be forwarded to your agency’s Cabinet Secretary.

Electronic version: Email the database file (Plans2004.mdb) to Budget@dpb.virginia.gov, making sure to identify the agency to which the data applies in the subject line and/or message text.

PROBLEMS ?

If you are unable to access DPB's web site, download the Microsoft Access file, complete each item on the form, or have other questions, please contact Mike Barton at (804) 786-8344 or mike.barton@dpb.virginia.gov

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